



Mater Dolorosa Passionist Retreat Center

Position Description: Cook

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

To apply call or email: msnino@materdolorosa.org, or (626)355-7188 ext 134

Reports to: Executive Chef

POSITION SUMMARY: Cooks various meals for guests of the retreat center. Performs other tasks in a designated food service production and/or service area.

Classification: Full-time; Non-exempt

Typical Duties:

- Prepares, produces, heats, cooks, and bakes and serves a variety of food including soup, entrees, meats, vegetables, desserts, breads, salad, sandwiches, beverages, or other food and beverages as specified by the menu, recipes, and production records.
- Operates Kitchen equipment such as, but not limited to, electric mixers, slicers, grinders, fryers, ovens, stove top, warmers, and coolers.
- Practices safe food handling according to Hazardous Analysis Critical Point HACCP, LA County Health Department.
- Assists in the monitoring, reduction, and management of food waste.
- Cleans and sanitizes pot, pans, and kitchen utensils.
- Performs daily, weekly, and monthly deep cleaning of the facility, service areas, and all kitchen equipment such as counters, tables, ovens, refrigerators, freezer, mixers, transient hot cart, mobile carts, and rolling rack.
- Disposes of waste according to the Food Service Operating Procedures, the State, and LA Country Health Department.
- May receive, label, and store food and supplies according to produce and Food Service HACCP Standards.
- Assists in taking inventory.

Knowledge, Skills and Abilities:

- Methods of preparing, producing, cooking, baking and serving large quantities of a variety of foods fresh, canned, dry or frozen.
- Use and care of kitchen equipment and utensils.

- Cleaning sanitation methods used in food service environment.
- Food storage methods.
- Basic arithmetic (addition, subtraction, multiplication, and division).
- Customer Service experience.
- ServSafe certified or willing to become.
- Work rapidly and efficiently in performing job duties.
- Prepare, produce, cook, heat, bake, assemble and serve a large quantity of a variety of foods.
- Work in large groups and crowds.
- Apply and maintain standards of cleanliness, sanitation, and personal hygiene
- Demonstrate customer service skills on an ongoing basis.

Requirements:

- Paid cooking experience is required.
- Ability to work alone or as part of a team.
- Must maintain a high level of professionalism.
- Must show enthusiasm for the job and MDPRC.
- Must be able to tolerate pressure and work calmly and efficiently during busy time.
- Possess the highest work ethic, personal morals and honesty beyond reproach.
- Pass a background check.
- Must be authorized to work in the United States.
- Practicing Catholic preferred but not required.

Working Conditions and Physical Effort:

- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Moderate physical activity. Requires handling of average weight objects up to 50pounds or standing and/or walking for more than four (4) hours per day.
- Work environment involves some exposure to hazards or physical risks which require following basic safety precautions.

Mater Dolorosa Passionist Retreat Center provides training required by CAL OSHA to ensure employee safety.

Date of Issue: May 2022